OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

FOOD PREPARATION AND SERVICE - PART 1
SELF INSPECTION CHECKLIST

Guidelines: This checklist covers most of the regulations issued by New Jersey Department of Health under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions.

There are many study guidebooks prepared by various colleges, universities, the food industry and government agencies such as the U.S. Food and Drug Administration. They address general requirements. A few references are listed at the end of this checklist.

	Food Supplies **Source; Protection; Wholesomeness; Misbranding**	Please Circle
1.	Is all food in a public food preparation or service area from a source which complies with applicable State and local regulations? [N.J.A.C. 8:24-2.1(a)]	Y N N/A DK
2.	Is all food protected against contamination and spoilage during handing, packaging, and storage, and while in transit? [N.J.A.C. 8:24-2.1(a)]	Y N N/A DK
3.	Is food prepared at home forbidden in a public food preparation or service area? [N.J.A.C. 8:24-2.1(a)]	Y N N/A DK

Comments/Corrective Action

4.	Is food inspected prior to use to ensure it is clean, wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption? [N.J.A.C. 8:24-2.1(b)]	Y N N/A DK
5.	Is all hermetically sealed food (such as a sealed baby food jar) in a public food preparation or service area only from an approved food processing establishment? [N.J.A.C. 8:24-2.1(b)]	Y N N/A DK
6.	Are all fluid milk or fluid milk products pasteurized? [N.J.A.C. 8:24-2.1(c)]	Y N N/A DK
7.	Are pasteurized fluid milk and fluid milk products in a public food preparation and service area from a source which is in compliance with applicable State and local regulations? [N.J.A.C. 8:24-2.1(c)]	Y N N/A DK
8.	Are reconstituted dry milk and dry milk products only used in instant desserts and whipped products, or for cooking and baking purposes? [N.J.A.C. 8:24-2.1]	Y N N/A DK
9.	When reconstituting non-dairy creaming, whitening or whipping agents: [N.J.A.C. 8:24-2.1]	
	a) Has the storage container be sanitized?	Y N N/A DK
	b) Is the storage container covered?	Y N N/A DK
	c) Is the storage container one gallon or less in capacity?	Y N N/A DK
	d) Has the reconstituted product been cooled throughout to 45 ^{o}F or below within four hours of preparation?	Y N N/A DK

Comments/Corrective Action

10. Are all milk, milk products, and milk substitutes used for drinking purposes served from their original containers or from an approved bulk milk dispenser? [N.J.A.C. 8:24-2.1] Y N N/A DK

11. If multi-use pitchers are used to serve milk, milk products or substitutes: [N.J.A.C. 8:24-2.1]

    a) Is their use restricted to service in beverages such as coffee, tea, cocoa, and in other items such as cereals and fruits? Y N N/A DK

    b) Are the unused portions discarded after their use by the customer or group served? Y N N/A DK

    c) Is adding fresh product to the pitchers or the mixing of previously served product prohibited? Y N N/A DK

    d) Is the milk, fluid milk products or substitutes kept at 45 ^{o}F or below while in the pitchers? The product must not go above 45 ^{o}F. Y N N/A DK

Frozen Desserts

12. Is there a license from the New Jersey State Department of Health for serving frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix? [N.J.A.C. 8:24-2.2] Y N N/A DK

13. Are frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix in compliance with all applicable State and local laws and regulations? [N.J.A.C. 8:24-2.2] Y N N/A DK

Comments/Corrective Action

Shellfish

14.	Does all shellfish come from a New Jersey Department of Health or U.S. Food and Drug Administration currently certified dealer? [N.J.A.C. 8:24-2.3] (Names, addresses and certification numbers should be confirmed with your local health authority).	Y N N/A DK
15.	Does each container of unshucked or shucked shellfish have a tag which includes the dealer certification number, name of dealer, address of dealer, harvest site or bed number, harvest date, type of shellfish and quantity in package? [N.J.A.C. 8:24-2.3]	Y N N/A DK
16.	Are fresh and frozen shucked oysters, clams, and mussels packed in nonreturnable containers? [N.J.A.C. 8:24-2.3]	Y N N/A DK
17.	Are packages of fresh and frozen shucked oysters, clams, and mussels permanently marked with the name of the certified packer and the abbreviated name of the state? [N.J.A.C. 8:24-2.3]	Y N N/A DK
18.	Are shellstock and shucked shellfish stored in the container in which they are received until the container is empty? [N.J.A.C. 8:24-2.3]	Y N N/A DK
19.	Are required tags or stubs left on the shellfish container until the container is emptied? [N.J.A.C. 8:24-2.3]	Y N N/A DK
20.	Are required tags or stubs on shellfish containers immediately marked with the date of receipt? [N.J.A.C. 8:24-2.3]	Y N N/A DK

Comments/Corrective Action

21.	Are required tags or stubs from shellfish containers kept on file for not less than 90 days? [N.J.A.C. 8:24-2.3] (To track possible occurrences of shellfish hepatitis)	Y N N/A DK

Eggs

22.	Are eggs clean, with shell intact and without cracks or excessive checks? [N.J.A.C. 8:24-2.5]	Y N N/A DK
23.	Is blending or mixing of shell and liquid contents of the egg prohibited? [N.J.A.C. 8:24-2.5]	Y N N/A DK
24.	Are pooled eggs cooked immediately? [N.J.A.C. 8:24-2.5]	Y N N/A DK
25.	Is the use of raw eggs as a major component in the preparation of uncooked or undercooked ready-to-eat foods prohibited? [N.J.A.C. 8:24-2.5]	Y N N/A DK

Emergency Occurrences

26.	If there has been an emergency occurrence, has the person in charge kept potentially hazardous food from being held outside of the safe temperature range? [N.J.A.C. 8:24-2.6]	Y N N/A DK

Food Protection - General

27.	Have precautions been taken to prevent food contamination from dust, flies, rodents and other vermin, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage, poisonous and toxic materials and any other source? [N.J.A.C. 8:24-3.1]	Y N N/A DK

Comments/Corrective Action

28.	Are refrigeration, hot food storage and display facilities conveniently located to assure required temperatures during storage, preparation, transportation, display, and service? [N.J.A.C. 8:24-3.1]	Y N N/A DK
29.	Does each refrigerator have an indicating thermometer accurate to ± 3 degrees fahrenheit? [N.J.A.C. 8:24-3.1]	Y N N/A DK
30.	Does the refrigerator thermometer provide the true air temperature (not the blower temperature)? [N.J.A.C. 8:24-3.1]	Y N N/A DK
31.	Does each hot food facility storing potentially hazardous food have an indicating thermometer accurate to ± 3 degrees fahrenheit? [N.J.A.C. 8:24-3.1]	Y N N/A DK
32.	If the hot food thermometer is not built in, is there a product thermometer readily available? [N.J.A.C. 8:24-3.1]	Y N N/A DK
33.	If a stem-type thermometer is used, is it sanitized prior to use to prevent cross contamination? [N.J.A.C. 8:24-3.1] (An example of cross contamination is when a thermometer is removed from a pocket or drawer and is put directly into the product without sanitizing it.)	Y N N/A DK
34.	Has a stem-type thermometer been used to monitor the proper internal cooking, cooling, reheating, hot holding, or cold holding temperatures of all potentially hazardous foods? All stages must be monitored to prevent foodborne illness. [N.J.A.C. 8:24-3.1]	Y N N/A DK

Comments/Corrective Action

Food Temperatures

35.	Is perishable food maintained at such temperatures to prevent spoilage? [N.J.A.C. 8:24-3.2]	Y N N/A DK
36.	Is potentially hazardous food kept at 45 degrees Fahrenheit or below or 140 degrees Fahrenheit or above? [N.J.A.C. 8:24-3.2]	Y N N/A DK
37.	Has frozen food been maintained in its frozen state at 0 degrees Fahrenheit or below until removed from storage for preparation? [N.J.A.C. 8:24-3.2]	Y N N/A DK
38.	Are large quantities of potentially hazardous food which are to be refrigerated after preparation rapidly cooled (120 degrees Fahrenheit to 70 degrees Fahrenheit within two hours) using one of the following methods? [N.J.A.C. 8:24-3.2]	Y N N/A DK
	a) Shallow pans having no greater than 4 inches depth.	
	b) Quick chilling refrigeration equipment.	
	c) External water circulation to the food container.	
39.	Has potentially hazardous food during the cooling process been covered or the containers stacked? [N.J.A.C. 8:24-3.2]	Y N N/A DK

Comments/Corrective Action

40.	If there is a working container of mayonnaise/salad dressing, has the temperature been kept at 45 degrees Fahrenheit or below? If no, then discard after three hours. [N.J.A.C. 8:24-3.2]	Y	N	N/A	DK
41.	When <u>potentially hazardous food</u> is served hot and is placed on display, except for rare roast beef, is the display temperature at 140 degrees Fahrenheit or above. [N.J.A.C. 8:24-3.2]	Y	N	N/A	DK
42.	When rapidly prechilled food is put on display, is the temperature maintained below 45 degrees Fahrenheit or between 45 degrees Fahrenheit and 55 degrees Fahrenheit for no more than four hours? [N.J.A.C. 8:24-3.2]	Y	N	N/A	DK
43.	If hollandaise and other sauces are held at temperatures between 45 and 140 degrees Fahrenheit, are the ingredients fresh and is the sauce discarded after three hours? [N.J.A.C. 8:24-3.2]	Y	N	N/A	DK
44.	Is frozen food defrosted using one of the following procedures? [N.J.A.C. 8:24-3.2]	Y	N	N/A	DK

a) In refrigerated units at a temperature below 45 degrees Fahrenheit; or

b) Under potable running water of a temperature of 70 degrees Fahrenheit or below; or

c) In a microwave oven; or

d) As part of the conventional cooking process.

Comments/Corrective Action

Definitions:

Indicating thermometer a thermometer which can reveal temperature by one or two degrees. Rather than a thermometer that will read safe, danger zone.

Pooled eggs means more than one egg mixed together in one container.

Stem-type, product Thermometer - A thermometer with a dial which reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Sources of Additional Information:

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Applied foodservice sanitation. (1978). U.S.: W.C. Brown Company

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Fritz, B. R., Cohen, N.L., & Evans D.A. (1989). A food safety education program targeting food handlers in high risk settings. Journal of Nutrition Education, 21, 284 F-284G.

Koury, S.D. (1989). Food Sanitation and Safety Study Course (2nd ed.). Iowa, U.S.: Iowa State University Press.